



CHRIS CHRISTIE  
GOVERNOR

**STATE OF NEW JERSEY**  
OFFICE OF THE ATTORNEY GENERAL  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
PO BOX 081  
TRENTON, NJ 08625-0081

JOHN J. HOFFMAN  
ACTING ATTORNEY GENERAL

KIM GUADAGNO  
LT. GOVERNOR

JENNIFER E. FRADEL  
ADMINISTRATOR

August 27, 2015

**AMENDED NOTICE OF JOB VACANCY**  
#15-168C

An opportunity currently exists in the classified service within the Department of Law and Public Safety, Juvenile Justice Commission, Office of Investigations, for permanent State employees, with one year continuous permanent service in the competitive division who meet the minimum job requirements specified below:

**TITLE:** Secretarial Assistant 3, NS

**SALARY:** \$39,457.23 - \$55,413.51

**LOCATION:** Juvenile Justice Commission - Office of Investigations  
Tramburg Building  
P.O. Box 534  
Bordentown, New Jersey 08505

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Will be assigned as a secretary in the Office of Investigations, Juvenile Justice Commission. Duties include but are not limited to various assigned secretarial and administrative clerical work, conducting automated criminal history background checks, fingerprinting applicants for JJC positions, preparing various detailed correspondences, answering phones, receiving complaints, maintaining office files and information, preparing documents for prosecutorial or administrative law bodies, maintain and monitor cases to ensure compliance with time constraints and required actions, responsible for the safeguarding and security of confidential information.

**REQUIREMENTS**

**EXPERIENCE:** Three (3) years of experience in secretarial and administrative clerical work.

**NOTE:** Successful completion of a clerical training program with a minimum of 700 classroom training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of the experience indicated above. Course work must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.

**SPECIAL NOTE:** Knowledge of TALRS is preferred.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

***If you possess the required experience and are interested in the above position, please send a cover letter (including job vacancy number) and current resume before the closing date of September 10, 2015:***

***Juvenile Justice Commission  
Office of Human Resources  
Recruitment Officer  
P.O. Box 107  
Trenton, NJ 08625-0107  
or email to [jjcrecruitment@jjc.nj.gov](mailto:jjcrecruitment@jjc.nj.gov)***

The "New Jersey First Act," **N.J.S.A. 52:14-7 (L. 2011, Chapter 70)**, requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

